

# MPF NEWS

The Newsletter of McClellan AFB, Military Personnel Flight  
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Website: [www-int.mcclellan.af.mil/dp/dpm/](http://www-int.mcclellan.af.mil/dp/dpm/)

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## CUSTOMER SERVICE

77 MSS/DPMPS  
SSgt Hoing, 3-6274

We at Customer Service are going through many changes in preparation for base closure. We currently have 2 military Clerks and one part time, student aid working for us. SSgt Hoing is back from Saudi Arabia and is in full swing of running Customer Service. SrA McCoy has moved to the MPF Commander's, support staff. She is still in the building and as always still available for questions regarding Customer Service. A couple of issues that I would like to address in regards to Customer service is a new suspense tracking system and the accountability of UPRGs.

As some of you may have noticed already we have began a suspense tracking system. This system will help us ensure that important information regarding military members is getting updated in a timely manner. The closer we get to several major PCS moves the more vital these updates become. Please ensure you meet all the suspense dates. If you come across a product that you're not sure what to do with it or how to do it, please

don't hesitate to let me or one of our clerks know, we will be glad to work with you.

The second topic I would like to address is the safeguarding and accountability of UPRGs. One of the worst things I can think of in regards to a base closing is when we get down to the end and we have 35 individuals PCSing but I only have 2 UPRGs left. Think how those other 33 individuals will feel when you tell them sorry your record is lost. I urge everybody to be diligent in making sure all records are checkout before they leave the customer service area. Ensure the letter we have on file, from your organization, giving access to check out UPRGs, is accurate and updated. Make sure that UPRGs are returned or re-checked out within the 3-day policy. Look for this policy to be strictly enforced in the days to come.

As always if you have any questions, ideas or inputs for customer service please feel free to let me know.

## CAREER ENHANCEMENTS

77 MSS/DPMPE  
TSgt Cole, 3-4005

The evaluation forms have been further revised to create a more user friendly product for the customers. AFPC has changed the date format for all date fields to a two-digit, three-letter month, four-digit year (i.e., DDMMYYYY); example: 25 Dec 1999.

The revised forms are available on the AF Pubs World Wide Website at [HTTP://AFPUBS.HQ.AF.MIL](http://afpubs.hq.af.mil). Start using the revised forms immediately. Reports currently in coordination need not change. For reports closing out on or after 1 Feb 2000 it will be mandatory they are accomplished on the revised forms

## EMPLOYMENT

77 MSS/DPMAE  
SSgt Freeman, 3-1093

## RETRAINING

Retraining Issues (Ref 36-2626): Phase I/II (Voluntary) began 15 Jul 99 and will terminate 15 Oct 99. Phase III (Involuntary) will begin 1 Nov 99 and will terminate 31 Jan 00. In order for second term/career airman to apply for retraining there must be training out quotas for member's current AFSC and training in

quotas for interested AFSC. Also to apply MSgts must have a TAFMSD of 7908 or later, TSgts and SSgts must have a TAFMSD of 8408 or later, and Second term SrA must have a TAFMSD of 9308 or later. First term 4 year enlistee window of opportunity is 1st day of 35th month through the last day of 43rd month and 6 year enlistee is 1st day of 59th month through last day of 67th month. Using the quality retraining program (QRP), applications for first term airman are ranked at HQ AFPC to meet a records only board. The board meets the third week of each month. First term airman have 3 consecutive chances/months to meet the board. Once all 3 chances have been exhausted the package is automatically disapproved. And the member may apply again as a second term granted that all the criteria is met.

If you have any questions please contact SSgt Freeman or A1C O'Neal at ext 1093.

### **FORMAL TRAINING**

77 MSS/DPMAE  
SrA Wadkins, 3-1093

### **SENIOR NCOA ACADEMY (SNCOA) AND NCO ACADEMY (NCOA) GUIDELINES**

The following HQ AFMC guidelines cover attendance at the senior Noncommissioned Officer Academy (SNCOA) and Noncommissioned Officer Academy (NCOA).

#### **1. Command Policy**

A. PME is an inherent NCO responsibility. AFI 36-2618, The Enlisted Force Structure, Para 4.1.3, states all NCO's must: "Secure and promote professional military education for themselves and subordinates to develop and cultivate leadership skills and professional development." Anything short of this standard is unacceptable.

B. AFMC expects NCO's to lead by example and seek out the first opportunity to attend PME in-residence. NCO's must also communicate the critical importance of PME – by word – and action – to senior airman who will become the NCO's of the future.

C. AFMC expects individuals selected for PME to prepare for and attend as scheduled, and it's expected that commanders, first sergeants, and supervisors make their people available for PME as scheduled and hold deferment requests strictly to mission, medical or humanitarian criteria.

2. The SNCOA is mandatory for promotion to CMSgt. The current selection process is based on promotion to SMSgt. All SMSgt (selects)

will automatically receive a class date.

3. The NCOA is mandatory for promotion to MSgt. TSgt's and TSgt (selectees) are currently the only eligible candidates to attend this school. Selection process for the NCOA is delegated to each Base Formal Training section. **Formal training will select members on a seniority-based process using time-in-service and time-in-grade.**
4. For a list of deferment guidelines, declination procedures, or if you have any questions please contact formal training, SrA Wadkins, ext 3-1093.

### **REENLISTMENTS**

77 MSS/DPMPE  
TSgt Garcia, 3-6277

### **Career Job Reservation (CJR) Program**

The objective of the CJR is to prevent surpluses and shortages in the career force. Headquarters Air Force Personnel Center controls the reenlistment of first-termers by maintaining a career job requirement file for each Air Force Specialty Code (AFSC).

A notification product/report of individual personnel (rip) is produced in PC-III at the unit level, informing member to apply for a CJR after the member is recommended for reenlistment by the supervisor and selected by the unit commander.

Airmen may apply for CJRs on the 1<sup>st</sup> duty day of the month during which they complete 35 months on their current enlistment (59 months for 6-year enlistees), but no later than the last duty day of the month during which they complete 43 months on their current enlistments (67 months for 6-year enlistee). Remember, it is the member's responsibility to come to the Reenlistment section to apply for a CJR. Please apply as soon as eligible as it takes at least 30 days from date of application to receive approval or waiting list number from HQ AFPC. Once CJR is approved, airmen must elect reenlistment in order to keep their approved CJRs, and they must reenlist on or before the CJR expiration date.

### **SEPARATION/RETIREMENT**

77 MSS/DPMAR  
SSgt Wadkins, 3-4512

Just a quick reminder to all the unit Commander Support Staffs:

When processing a member for an administrative separation please ensure that you schedule the member for a briefing with the MPF Retirements and Separations Section. This needs to be accomplished at the same time that the member is set up with his/her medical, Transition Assistance, and Area Defense Council appointments.

### **OUTBOUND ASSIGNMENTS**

77 MSS/DPMAR  
TSgt Skinner, 3-5104

### **PERMISSIVE MOVES**

The Permissive PCS Assignment Program is a voluntary PCS where the person agrees to pay all expenses involved or associated with the PCS and travel time. A person's willingness to PCS at their expense is not sole basis for approving a permissive PCS. HQ AFMC/AFPC has determined that once the Assignment Availability Codes (AAC) for base closure have been updated, permissive moves are no longer authorized. Personnel from that point on are moved under force structure rules and are entitled to a fully funded PCS.

### **EQUAL LIST**

Just a reminder, the equal list will be available for review on or around 8 Feb 00 for those of you who have a Sep 00 Date of Availability. If you are interested in an overseas assignment, you need to ensure that your AF 392 (Dream Sheet) is updated NLT 21 Feb 00. The release date for overseas assignments will be on or around 20 Mar 00. Your orderly rooms can assist you in updating your assignment choices.

If you have any questions concerning assignments, please contact us at 643-5104. HAVE A HAPPY NEW YEAR!!!

### **PROMOTIONS**

77 MSS/DPMPE  
SrA Johnson, 3-6277

#### **6-Year Accession Promotion Policy**

1. All initial 6 year enlistees will be promoted to E-3 upon completion of either technical training; indoctrination course; or 20 weeks of technical training-whichever comes first. The members Date Of Rank (DOR) will be adjusted to the date graduated basic military training and the Effective Date (pay date) will be the completion

of technical training or 20 weeks of technical training-whichever occurs first.

2. 6-year enlistees who have an ineligibility condition listed in AFI 36-2502, table 1.1, or make unsatisfactory progress on the weight management program will cancel the promotion part of their enlistment contract. Members will accrue Time-In-Grade (TIG) IAW with paragraph 2.1.1 upon completion of the ineligibility condition. Example: If the member enters the service as an E-1 they would be eligible for promotion to E-2 after the ineligibility condition no longer exist and they complete six months TIG.
3. If there are any questions please contact SrA Johnson 3-6277.

### DECORATIONS

77 MSS/DPMPE  
SSgt Van Sant, 3-4005

This is to remind all commander support staffs (CSS), to remind unit personnel, that they can request decoration rips, printouts, and medal checks from the CSS. Some customers have been driving over to MPF, during their lunch time, day's off, etc., when they could be saving time by going to their CSSs. We are happy to

provide this service, however, it is less time consuming for the customer to get these products from the CSSs.

**REMINDER:** Start using the new forms for the MSM and Commendation medals. Any certificates that are received by the MPF on the wrong form will have to be returned.

### BASE TRAINING

77 MSS/DPMAT  
MSgt Bieniecki, 3-4177

#### New 10-100 Training

Whenever I hear 10 dash something, I think about truckers and CB enthusiasts. I imagine how disappointed I was to find out that 10-100 training is not a restroom break. It is however, a new handle for the Air Force Manual, AFM 10-100, *Airman's Manual*. The new manual is a single source reference for critical expeditionary deployment information including force protection, first aid, chemical warfare defense, bare-base beddown requirements and other combat survival skills. It is designed to fit easily in our BDU pockets or flight suit pockets. All military members should receive a copy when they become available.

As military members, we must be prepared for deploying to

any 10-20 (location) in the world on a short notice. AFM 10-100, *Airman's Manual* provides us the basic skills and knowledge to get us started. The manual is not comprehensive, and it will not replace existing regulations and procedures. However, it is an excellent training tool. And, we must incorporate the manual into our day-to-day operations. To do so, we will begin training in January 2000.

Training will be accomplished once a month at the unit level. The topic of training will vary from month to month. Each unit will provide its own instructors and set a day aside for training. Training must last between 2 and 8 hours. This program will run until September 2000 or as long as resources are available at McClellan AFB. More detailed information on this program will be coming to your unit soon.

10-34, Assistance needed! We will need instructors to deliver the training. If you have any expertise or a strong subject interest, please 10-21 (telephone) your unit-training manager. For further information, 10-21 base training at ext. 3-4177. I am now 10-7 (off the air).

